

SHELTON STATE COMMUNITY COLLEGE
The Susan Phifer Cork and Karen Phifer Brooks

LIBRARY

NEW FEATURES for the new library include **two circulation desks**. The circular desk near the entrance is the primary information desk for the library and a place to check books in and out (an "express" check-out). The curved desk on the far left is where **Reserves** and **Audiovisual Circulation** is handled.

Small group viewing rooms are available for two or more individuals. Individual viewing is available in the **Information Commons** (central area) of the Library. Procedures for **audiovisual scheduling for classroom use** are printed on the reverse.

A **Faculty/Staff Research Room** is available at the far right corner of the library. This room, with a lovely view of the college grounds, is furnished with funds from the Kiwanis Club of Tuscaloosa. It will also house the archives of the Kiwanis Club. This space is intended to be a refuge for faculty and students for work, research, and reading--not as a place to meet students. The **Lon Alexander Collection** of employee publications is also housed in this room.

To place items on **Reserve**, contact Tran Moore at extension 2381 or stop by the AV/Reserves Desk. This is located on the far left of the library, next to the **Copy Center**. The Copy Center houses two machines, which accept bills and coins. One machine accepts **copy cards**, which may be purchased in the College Book Store. Additional credit may be added to the card on the machine in the library--so don't throw away cards when the original credit is used.

Library cards are available at the main circulation desk at the entrance of the library. Students should get new barcodes but employees may use their old cards and barcodes unless they wish to use UA or Stillman College Libraries. To use these libraries, new cards must be acquired.

Current periodicals are shelved, alphabetically by title, under the windows on the right side of the library. **Backfiles** and **microforms** are housed in the room on the far left of the library, beside the Copy Center. **Print indexes** are located in the Information Commons area.

There are currently six **Shelby** terminals (Shelton's library system), and one has large print and voice synthesis for the visually impaired. These are located on the first two tables in the Information Commons.

There are two **Internet/WWW** workstations located on tables in the Information Commons. **ALICAT**, a statewide database of public and academic library holdings, is also located in this area. ALICAT can be used to identify resource in area libraries and to identify items for interlibrary loans. Completing the Information Commons are **NewsBank (Microfilm edition)**, **CD NewsBank**

(CD-ROM edition), SIRS (Social Issues Resource Service), and BusinessLink (for articles on business topics).

COMING ATTRACTIONS

When funds are available, new furnishings will be purchased for lounge seating and group study rooms. Display furnishings will also be purchased. A media module has been purchased for the library computer system to improve scheduling and record-keeping.

LIBRARY WELCOME WEEK is planned for September 22-26 with special activities. A **SPECIAL FACULTY/STAFF DAY** is planned for **September 24, 1:00--7:00pm**. Tours and demonstrations, along with other activities, are being planned.

A dedication ceremony for the Susan Phifer Cork and Karen Phifer Brooks Library is being planned for later in the year.

AV SCHEDULING PROCEDURES FOR CLASSROOM INSTRUCTORS

1. Schedule all requests at least 24 hours in advance with Jean Epps. Written requests are best, but phone reservations can be made to extension 2970.
2. All requests must include:
 - Name of instructor
 - Date needed (day/month) and class time (8:00--8:50am)
 - Classroom number
 - Equipment needed (TV and VCR)
 - Title and call number of AV needed (Othello, VC-8, Pt.01)
3. The AV Department **will deliver** AV equipment and materials to the classroom at **5 minutes after the class period begins**. The carrier will wait **10 minutes** and then leave, with the equipment, if no one is in the designated classroom.
4. The AV Department **will pick-up** AV equipment and materials and return them to the library at the end of the class period.
5. Faculty and Staff who use AV services should remember to **cancel reservations** in advance when changes are made. Unnecessary deliveries produces poor service.

This is a new service offered by the AV Department, so please be patient if everything does not run smoothly at first. Refer all problems, suggestions, and questions with AV delivery and pick-up to Sully Cochrane (ext. 2248) or Jean Epps (ext. 2970).